

PRINCIPAL'S MESSAGE

Dear Parents/Guardians & Students:

This 'Handbook' has been prepared to provide our students, parents or guardians with information about our school. We have high expectations of our students, both academically and socially, and we hope this handbook will help you to understand some of our policies and procedures.

At Open Roads Public School, our #1 goal is that our students learn and succeed to the best of their abilities. We want the home and school to work closely together to make this happen. We want our children to enjoy school and enjoy learning.

Open Roads Public School strives to be a '**Safe School**', where each and every student feels safe, comfortable, and secure from any form of harassment, discrimination and/or violence. Key sections of our behaviour code were revised and endorsed by our School Council. This Code of Behaviour clearly outlines how students are expected to behave and conduct themselves at school and on school trips. It is recommended that parents or guardians read and discuss our 'Code of Behaviour' with their children. Parents and students should also become familiar with the new Ontario regulations and guidelines concerning student conduct, and mandatory consequences. A brief summary of mandatory suspensions and expulsions is included.

I wish to extend to parents and guardians, a cordial invitation to visit your child's school and your child's teacher(s) at any time. We feel that we can best serve our students when we have clear and open communication with you. Your interest and involvement in your child's education is appreciated by the staff of Open Roads Public School.

Please feel free to call your child's teacher or myself at **223-4418** or drop in personally should you have any questions or concerns.

Syrena Lalonde,
Principal

SCHOOL HOURS

8:40	Morning Bell
8:40 - 10:20	1st Learning Block
10:20 - 11:00	1st Nutritional Break
11:00 - 12:40	2nd Learning Block
12:40 - 1:30	2nd Nutritional Break (Lunch)
1:30 - 3:10	3rd Learning Block
3:10	Dismissal

SAFE ARRIVAL PROGRAM

In order to ensure the whereabouts and safety of students when they are absent or late arriving to school, Open Roads Public School has a **"Safe Arrival"** procedure.

First thing in the morning, homeroom teachers check attendance and notify the office about any absent children. **If any child in grades K - 8** are absent from school and we have not heard from you, we will try to contact you to make sure that your child is safe at home or with a caregiver.



Please telephone the school by 8:40 a.m. if your child is going to be absent or late. If no one

answers the telephone at school, please leave a message on the voice mail: **223-4418 Ext. 1**

SCHOOL BUS LOADING ZONE

The main driveway at the front of the school is considered the 'School Bus Loading Zone' and is **FOR SCHOOL BUSES ONLY!** Private automobiles are not to stop or park in the school bus loading zone between 8:00 - 9:00 a.m. and between 3:00 - 3:45 p.m. Please park in the Visitor's Parking Lot. Signs have been posted to mark all areas.

SUPERVISION OF STUDENTS

Staff are on duty to coincide with the arrival of the first school bus. Students who walk to school or are driven to school by parents should **NOT** arrive at school before 8:30 a.m.

MEDICATION AT SCHOOL

Under Board policy, the following conditions must be met before medication of any type can be administered by school staff.

PRESCRIBED MEDICATION:

Where a doctor has prescribed medication, a Board form 'A' must be completed and signed by both the doctor and the parent/guardian.

NON-PRESCRIBED MEDICATION:

Parents wishing to have this type of medication administered at school must complete and sign the Board form 'B'.

However, parents may come to the school and administer medication to their child. Please let us know about your child's condition, their medication, and if we should be on the lookout for any side effects or other symptoms.

Children, for their own safety and the safety of others **will not be permitted to administer their own medication or carry it on their person.** All medication must be brought to the Office for safe storage and handling. The only exception is in the case of a child who is mature enough to carry their own EPI-PEN.

CELL PHONES / ELECTRONICS

Students in grades JK- 6 are not permitted to use cell phones at school. There are phones in every classroom should students need to call home, and in case of emergency, parents are able to reach students through the main office.

Students are also not permitted to bring electronics such as video games and iPods to school. These electronics are very expensive and the school cannot be responsible for the safekeeping of these items.

Students will have access to iPads, netbooks and Chromebooks at school. Students who choose to bring their own tablets, laptops or cell phones (grade 7 & 8 only) to school, do so at their own risk. The school will not be responsible for any personal items that are lost, stolen or broken. It is the expectation that these devices will be used as learning tools only, under the direction of the classroom teacher. Items that are used inappropriately will be confiscated for the day.

REMOVAL OF OUTDOOR FOOTWEAR

In order to maintain a clean and dust-free learning environment, all students and staff will remove their outdoor shoes and boots, etc. on the mats provided at each entrance. In consideration of our students, parents and visitors to the school are also requested to remove outdoor footwear at the mats. Thank-you!



As per Board policy, all students are expected to have a pair of shoes that can be left at the school to be worn indoors.

CLOTHING/DRESS CODE

For reasons of safety, LOOSE SCARVES AND DRAWSTRINGS should NOT be part of a student's outdoor attire.

Students are expected to come to school in clothing appropriate for the weather. Except for extreme weather, all children are expected to play outdoors during all breaks.

Students are expected to dress in clothing that is suitable for school, keeping in mind that school is a place of learning. Spaghetti straps are not permitted. Shorts length needs to reach students' palms of their extended arm. Clothing that is revealing is not appropriate and students will be sent home to change.

Students are prohibited from wearing clothing that exhibits drug paraphernalia, are sexually explicit, incites hatred or biases, identifies a student with gang involvement or is deemed offensive and/or inappropriate by any of the staff of Open Roads Public School. Students will be sent home to change if they come to school wearing any of the above mentioned clothing.

BALANCED DAY LUNCH PROCEDURES

Students who go home for lunch will be dismissed at 12:40 pm. All lunch students, grades JK to 8 will eat lunch in classrooms. Students are to remain seated while eating lunch and are to demonstrate good table manners. Running in the classroom, throwing food, yelling and other unacceptable behaviour will not be tolerated.



Students will be required to eat all meals and snacks in their classrooms and will not be permitted to eat food or drink outside.

Open Roads School is a **pop and energy drink free zone**. Your child is encouraged to bring a refillable water bottle to keep at school. Milk is also available for sale daily.

Please Note:

Students who do not behave, while eating lunch at school or while playing on the playground over lunch break, **WILL HAVE THEIR LUNCH PRIVILEGES SUSPENDED** and will be required to go home during lunch.

All students, including both bus and non-bus students, are not permitted to leave the school grounds during either the 1st or 2nd Nutritional Break. All students **must be picked up by a parent or guardian** in order to leave the grounds for lunch.

BICYCLES

For reasons of safety, bicycles are not to be ridden on the playground, or in the school bus loading zone. Students must dismount at the edge of the playground and walk their bikes to the bike racks. **STUDENTS ARE REQUIRED BY LAW TO USE HELMETS WHEN RIDING BIKES, SCOOTERS, ETC.**

It is strongly recommended that students lock up their bicycles at school. The school is **NOT** responsible for any bicycles that are damaged, lost or stolen at school.

SCOOTERS/ SKATEBOARDS

For reasons of safety, the use of scooters and skateboards are **NOT** permitted on school property. Students in grades JK-3 are **NOT** permitted to have skateboards or scooters at school at all. Students in grades 4 to 8 who use the above modes of travel must stop riding at the edge of school property.

BASEBALL

Students are not permitted to have or use a baseball bat out on the playground at any time between 8:00 a.m. and 4:00 p.m. unless the baseball activity is under the direct and immediate supervision of a teacher who is not on yard duty. The reason for this is to prevent the serious head, face and mouth injuries that result when a student is accidentally hit by a baseball bat. Furthermore, students are not permitted to bring the small, 9" hardballs to school.

STUDENT FUNDRAISING

Throughout the school year, our students are involved in fundraising activities for charity or to support class and school projects that directly benefit our students. Student participation in fundraising activities **IS PURELY VOLUNTARY, AND AT THE DISCRETION OF PARENTS.** For reasons of safety, door-to-door canvassing will not be allowed for students in grades JK to 6. Grade 7 & 8 students are permitted to do door-to-door canvassing only under adult supervision.

LICE & OTHER COMMUNICABLE DISEASES

If your child contacts lice or a communicable disease, please contact the school. Information on the length of time to keep your child home is available from the Northwestern Health Unit. To check for lice the following procedure will be followed:

1. Parents/guardians of children infected will be contacted by phone and provided with details for treatment to be followed

at home. If the school is unsuccessful in contacting the home by phone, instructions will be sent home with the children.

2. To reduce further infestation of lice, students are required to stay at home until treatment is administered.
3. Following treatment, students will be checked for live lice and nits before returning to class.

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY

The 'Freedom of Information & Protection of Privacy' Act **ENSURES THAT INFORMATION ABOUT YOUR CHILD'S EDUCATIONAL NEEDS AND PROGRESS WILL BE TREATED WITH THE UTMOST CARE AND CONFIDENTIALITY.**

The previously mentioned Act does permit some personal information to be disclosed when it is consistent with the purpose of educating students in accordance with the Education Act. Some school-related activities and events are outlined in the following:

- Students' birthdays may be announced in the school;
- Student's work may be displayed in the school, in projects or science fairs, art, poster or writing contests, bulletin boards and school newsletters;
- Photographs of students may be included in Board publications or used in displays in the school or in the community;
- Videotaping of classroom activities, school plays, concerts and special events;
- The media might be invited to the school to photograph and publish school events such as athletic competitions, drama productions, awards assemblies, graduation, fund raising activities, etc. The student's name, and possibly a storyline could also be published;
- Photographs, names and anecdotes will be used in the school year book;
- Winners of other awards and honours may have their achievements acknowledged within the school system or through local media;

- The school will share information with the Northwestern Health Unit, including your child's birthdate, address, home telephone number, and the work numbers of parents;
- In the event of an accident causing injury or damage, personal information will be disclosed to the insurer of the Board.

If you have any objections, questions or concerns regarding the sharing of your child's personal information in any/all of the above mentioned, or related activities, please contact the principal as soon as possible.

CODE OF BEHAVIOUR

Our goal is to create a safe, non-violent playground and school. Students are encouraged to be courteous, respectful of others, their property and to be responsible for their actions. Our students will have a clear understanding of expectations and guidelines. They will show self-discipline in all situations and display acceptable and appropriate behaviour.

*** Taken from the Education Act**

* A PUPIL SHALL:

a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled:

EXPECTATIONS OF STUDENTS

- Work hard in class
- Demonstrate problem solving and thinking skills
- Strive for personal achievement and personal improvement
- Set personal goals for performance and time management
- Use all instructional time constructively
- Seek help from the teacher when needed
- Finish assignments, projects, and homework on time and to the best of your ability

- Come to class prepared (i.e. pencils, notebook, homework, etc.)
- Keep notes, binder and learning materials neat and well organized
- Get caught up on work missed during absences

* A PUPIL SHALL:

b) Exercise self-discipline:

EXPECTATIONS OF STUDENTS

- Accept responsibility for own actions
- Demonstrate safe and mature behaviour whether directly supervised or not
- Comply with the spirit and intent of safety rules and all school rules
- Resist peer pressure that encourages unacceptable behaviour

* A PUPIL SHALL:

c) accept such discipline as would be exercised by a kind, firm and judicious parent:

EXPECTATIONS OF STUDENTS

- Listen to and take direction from **all** staff
- Listen to and comply to the request of the school bus drivers
- Accept responsibility and consequences for their own actions

* A PUPIL SHALL:

d) attend classes punctually and regularly:

EXPECTATIONS OF STUDENTS

- Be on time (arriving late affects the learning of others)
- Attend all classes except when ill or have an approved absence by the principal
- Notify the school when absence will be for an extended period of time so homework may be sent home

*** A PUPIL SHALL:**

- e) be courteous to fellow pupils and obedient and courteous to teachers:

EXPECTATIONS OF STUDENTS

- Treat others in a positive, polite, respectful and considerate manner
- Be open minded and considerate of others' views
- Show respect toward diverse religious and cultural backgrounds by using proper language and behaviour
- Act in a manner totally free of biases based on race, gender and disability
- Act in a non-aggressive manner, in language (no name calling, teasing or swearing) and actions (no bullying, physical abuse or fighting)
- Demonstrate social skills that are conducive to individual and group work activities

*** A PUPIL SHALL:**

- f) be clean in personal hygiene and habits:

EXPECTATIONS OF STUDENTS

- Exercise good personal hygiene
- Wear clothing free from offensive and inappropriate phrases or graphics
- Wear clothing that is acceptable for the occasion, activity and weather
- Avoid profanity, put downs, and street language

*** A PUPIL SHALL:**

- g) take such tests and examinations as are required by or under the Act as may be directed by the Minister:

EXPECTATIONS OF STUDENTS

- Strive to do your best in tests and exams administered by: teachers, School Board and/or Ministry of Education & Training

*** A PUPIL SHALL:**

- h) show respect for school property:

EXPECTATIONS OF STUDENTS

- Take care of school building, materials, equipment, property and grounds
- Show respect for personal belongings and belongings of others

SCHOOL INITIATIVES

The following are some of the initiatives and activities that school and staff may utilize to assist and support students in functioning and thriving within the Code of Behaviour:

- Strive to make learning activities interesting, challenging and relevant
- Compliment students for their hard work, perseverance and success
- Involve students in developing classroom rules
- Include Character Education in teaching and classroom activities
- Be highly visible and readily accessible when in the school and on the playground
- Compliment students for making good decisions and getting along with peers
- Telephone call to parents with positive comments

TRANSPORTATION

DISCIPLINE ON BUSES

The Board considers transportation to be a privilege not a right. Breaches of conduct detrimental to the safe operation of the bus or to others on the bus will not be tolerated.

When warranted, the principal will suspend a student's bus riding privileges, in accordance with Board Policy. For details please see the Keewatin-Patricia District School Board "***School Bus Transportation Guide***".

"HANDS - OFF!"

Our school promotes a 'HANDS-OFF', policy which means that all types of physical contact that could result in discomfort, pain or injury are strongly discouraged. This means:

NO PUSHING	NO SHOVING
NO HITTING	NO KICKING
NO TRIPPING	NO BITING
NO PINCHING	NO GRABBING
NO SCRATCHING	ETC. ETC.

Students who cause fear or discomfort or injury to others through aggressiveness and inappropriate physical contact and other forms of bullying will be subject to disciplinary consequences.

SUSPENSIONS**Mandatory Suspension**

- Swearing at a teacher or other person in authority (3-20 days)
- Uttering threats to commit serious bodily harm (5-20 days)
- Committing vandalism (3-20 days)
- Possession of Drugs (5-20 days)
- Possession of Alcohol (5-20 days)
- Being under the influence of alcohol, drugs and/or inhalants (5-20 days)

Discretionary Suspension

- Persistent neglect of duties of a pupil, including truancy, opposition to authority, conduct injurious to the moral tone of the school, use of improper language, habitual neglect of duty (1-20 days)
- Intimidation or any other forms of harassment (1-20 days)
- Refractory conduct/behaviour (1-20 days)
- Possession of illegal drug paraphernalia (10-20 days)

EXPULSIONS**Mandatory Expulsion (21+ days)*****(Police shall be called)***

- Possession of a weapon, including, but not limited to firearms
- Trafficking in drugs or weapons
- Possession of illegal drugs
- Committing robbery/extortion
- Use of a weapon to cause bodily harm or threaten serious harm, including bomb threats,
- Committing sexual assault
- Providing alcohol to minors

Discretionary Expulsion (21+ days)

- Involvement in a gang activity that poses a serious risk to students and or staff
- Illegal/Inappropriate use of Board or school computer network or computer resources, including 'hacking'
- Committing extensive vandalism
- Persistent truancy
- Under the influence of illegal drugs
- Any other incident where conduct is so refractory that the principal, in conjunction with the Supervisory Officer, deems that expulsion is necessary.

SMOKING

Possession of cigarettes or tobacco products, lighters or matches, by students at school, on the school premises or while present on school sponsored and supervised activities is forbidden. Students who are found to be in possession of cigarettes or tobacco products, lighters or matches, will be subject to discipline, up to and including suspension from school. The cigarettes or tobacco products, lighters or matches will be confiscated and parents will be contacted.

Smoking or holding a lighted tobacco product is not permitted in the school, on the school grounds, or at any school function. A student will receive a three day suspension for smoking or holding a lighted tobacco product. Smoking by students is not permitted near the school grounds or within sight of the school during the regular school day, which includes lunch breaks.